

Edit a Saved, Denied, or Pushed Back Absence Request

To edit a saved, denied, or pushed back absence request, use the Absence Request History screen. You can also view submitted requests, however you cannot edit them.

1. On the Home page, under **Quick Link, Time Reporting**, click **Absence Request History**. The Absence Request History screen will appear.



2. In the list of absences, look for the saved, denied, or pushed back absence request. If necessary, set the date range and click **Refresh**. Click **Edit**.

From		Through					
12/12/2017		06/10/2018		Refresh			
Absence Request History							
Personalize Find View All First 1-7 of 7 Last							
Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit	Cancel
Personal Necessity	Cancel In Progress	03/26/2018	03/26/2018	4 Hours	Employee Absence Request	Edit	Cancel
Vacation	Approved	03/19/2018	03/21/2018	20 Hours	Employee Absence Request	Edit	Cancel
Personal Business	Saved	03/12/2018	03/12/2018	8 Hours	Employee Absence Request	Edit	Cancel
Personal Necessity	Denied	03/06/2018	03/06/2018	4 Hours	Employee Absence Request	Edit	Cancel
Vacation	Push Back	02/28/2018	03/05/2018	28 Hours	Employee Absence Request	Edit	Cancel
Jury Duty / Judicial	Submitted	02/27/2018	02/27/2018	8 Hours	Employee Absence Request	Edit	Cancel
Sick	Approved	02/26/2018	02/26/2018	8 Hours	Employee Absence Request	Edit	Cancel

3. Make any necessary changes, then submit for approval.

NOTE ABOUT DENIED REQUESTS: If your manager denied the request, you may not resubmit it with the exact same date(s), absence name, or comments; you must change the request in some way.